

# ***The Library Assistant***

THE OFFICIAL JOURNAL  
OF THE ASSOCIATION OF  
ASSISTANT LIBRARIANS  
(SECTION OF THE LIBRARY  
:: :: ASSOCIATION) :: ::

HON. EDITOR: J. F. W. BRYON  
BECKENHAM PUBLIC LIBRARIES

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## ***Rich Relations***

**L**IBRARIES have made innumerable friends, whose sympathy, enthusiasm and support have often been encouraging to the local librarian during sporadic controversy. But for the most part those who appreciate the service are inarticulate, and librarians are reluctant to appear "publicity mongers," so that acknowledgements of indebtedness usually reach no further than the librarian's correspondence file. 1950, however, is an occasion for the blowing of trumpets, and if our own are "still, small voices" amid the clangour of commercial ventures, then that is the better reason for borrowing such thunder as is controlled by our friends. We have no public contact save with the individual. In any event, only 25 per cent. of the public enter our buildings or are reached by our vehicles. Ideally, our centenary publicity should aim at the man and woman outside the library, through his or her interests.

That is where friends in the community may be willing to help. Readers who are journalists, broadcasters, editors, school teachers, public speakers, or who have influence in the film world, should be asked to co-operate in every way within their power. No local group should escape the opportunity to discover for themselves the ways in which their library might help them. The sportsman, the handyman, the cultured intellectual, the domestic "mouse," the student, the political enthusiast, the man with a hobby, should not be able to read his favourite periodical without learning, some time in this centenary year, of the way in which his interest may be furthered by library service. And since one man in his time plays many parts, he should frequently be reminded of the manifold ways in which libraries can impinge upon his life. By turning to account the goodwill built up locally, librarians may achieve national public relations that are rich in results for the future of the service.

## ***Announcements***

### **EXAMINATION ENTRANCE FORMS.**

Students are asked to note that:

- (a) Entrance forms for the June examinations should reach Chaucer House before March 31st. No form will be accepted after that date.

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### ASSOCIATION OF ASSISTANT LIBRARIANS

*(Section of the Library Association)*

#### ANNUAL GENERAL MEETING, 1950

##### PRELIMINARY NOTICE

The 1950 Annual General Meeting will be held at Greenwich on 2nd April, 1950. The full programme and the agenda will be published in the March issue.

Notices of motion for this meeting must be submitted in writing to reach me within twelve days of the publication of this notice.

E. A. CLOUGH,

*Honorary Secretary.*

CENTRAL LIBRARY,  
CHURCH STREET,  
BRIGHTON, 1.

- (b) New forms are being printed which will supersede the old. All copies of the old forms should, therefore, be destroyed.
- (c) No large batches of the new forms will be sent, unsolicited, to libraries, but specified numbers will be sent on request to Chief Librarians, staff representatives and tutors.
- (d) Forms for the December examinations will be available in August. These changes have been made in the interests of economy in postage and time, and all concerned are urgently requested to comply with the new procedure. It is particularly emphasised that applications on the old forms will not be accepted.

##### A.A.L. CORRESPONDENCE COURSES

The Education Committee of the A.A.L. are anxious to build up a reserve of tutors, from which they may draw as vacancies occur.

Applications are, therefore, invited from Fellows of the Library Association, with an aptitude for tutoring, and who would be willing to undertake this work. These should be addressed to the local Hon. Divisional Secretary of the A.A.L., giving full details of library experience.

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The following numbers of *The Library Assistant* are needed to amplify the stocks. Members who may have surplus copies are requested to send them to the Hon. Education Secretaries, A.A.L., Carnegie Library, Herne Hill Road, S.E.24.

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1918	August/September.	1934	February, April.
1920	October.	1935	May.
1922	August/September, November.	1936	December.
1924	February.	1947	September/October.
1929	February.	1948	September/October.

### BIRMINGHAM SUMMER SCHOOL, 1950

The Fourteenth Summer School of Librarianship, arranged by the Library Association in co-operation with the University of Birmingham and the Birmingham Public Libraries Committee, will be held in Birmingham from Wednesday, 6th September, until Tuesday, 19th September. The scheme of studies will be based on the syllabus of the Library Association, and will include all the subjects of the Registration and Parts 1 and 2 of the Final Examination.

Lectures will be held during the morning sessions, and demonstrations and visits to libraries of different types, printing and process printing establishments will be arranged for the afternoon sessions. Students will reside at Chancellor's Hall (a University Hall of Residence), Edgbaston, Birmingham.

A prospectus giving fuller details of the School and including an enrolment form will be published with the March issue of the *Record*.

Enquiries should be addressed to the Honorary Secretary, Library Association Summer School, Public Library, King's Norton, Birmingham, 30.

### LECTURES ON BOOK PRODUCTION

A course of lectures on book-production is being given by technical experts at the North-Western Polytechnic, Prince of Wales Road, Kentish Town, N.W.5, on Fridays at 7 p.m. Four lectures still to be given are:—

10th February. Paper—materials and manufacture.

24th February. Ink and press work.

10th March. Reproduction and illustration processes.

24th March. Materials and methods of binding.

## ***The Duplicator in the Library***

**K. M. NEWBURY**

**A** DUPLICATOR is now regarded as an essential item of office equipment in most libraries, but very often the work produced indicates that the full potentialities of the machine are not widely enough understood. It is the purpose of this article to suggest some further uses and to indicate some possible refinements which add considerably to the value and appearance of the work produced. The more obvious tasks of the library duplicator include the printing of reading lists, information folders, reports, stationery forms, catalogue entries, standard letters and staff bulletins, and in these different jobs the various processes of duplicating play their several parts. These processes are summarised below, together with the special feature of the better known types of machines.

**ONSET—CYLINDER PROCESS.** *Machines:* Gestetner, Andrews; *Stencil:* Prepared by breaking the surface of wax-coated paper, leaving only

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the paper fibres through which ink will pass ; *Reproduction* : Ink is applied to a rubber cylinder, distributed by a second "waver" roller, and passed by an impression roller through a silk carrier to the stencil and thence to the paper ; *Colour* : Range of colours obtained by changing ink, silk carrier and rollers ; *Capacity* : Several thousands from one stencil.

**ONSET—DRUM PROCESS.** *Machines* : Ellams, Emgee, Roneo ; *Stencil* : As for cylinder process ; *Reproduction* : Ink is distributed from the inside of a hollow, perforated steel drum through a thin flannel blanket, to the stencil and thence to the paper ; *Colour* : Range of colours obtained by changing ink, drum and felt. Ellams also have a flat-bed diaphragm process, which can be used for printing up to six colours ; *Capacity* : Several thousands from one stencil.

The most common types of machines in libraries are of the types summarised above, and these are suitable for nearly all forms of library duplicating. Prices range from £22 for the simplest to power-driven, self-inking, automatic-counting models with 10 years' guarantee, at £125. Running costs average 8s. per ream for 4to paper, 10s. for Fcap; 14s. per tube of ink (working out at about 1s. 6d. per 1,000 4to sheets); and 15s. per quire (say 8d. each) for stencils. To these figures should be added the cost of any colour work, illustrations and decorations—extras which can provide the most attractive features of this method of duplicating. Freehand drawings can be added to the stencil, either by using a ball-pointed stylus (costing from 2s. to 5s.) and working on a silk-covered plate (11s.), or with wheel pens of varying delicacy (from 9s. to 18s. each). The design can be either drawn direct on to the stencil (using a carbon backing sheet) or drawn out previously and traced on, according to the confidence of the artist. The drawings can be made more effective by the use of tint plates (similar to the Ben Day tints of the printer) from a wide range of patterns, and borders and "flowers," costing 2s. each. The design on the plate is carried through the stencil by rubbing over with a burnisher or other smooth, hard implement.

The use of colour adds considerably to the interest of the work produced, and while it increases the cost of the work, the result can be well worth the increased expenditure. Normally each colour used requires a separate stencil and involves the changes indicated in the above summary, and, especially in the case of the less expensive hand machines, the difficulty of correct register is considerable. This is best obviated by designing the work so that the colours are kept in fairly distinct parts of the stencil, thus reducing the danger of overprinting. In changing colour on Gestetner machines the same silk carrier can be cleaned down and used with the new ink, or another carrier inserted (costing 12s. 6d. each), but either operation takes some little time. Interchangeable colour drums for Roneo machines are £5, for Ellams £12 15s., and the change takes only a few seconds. An alternative method with Ellams is to cover over the normal felt with a tissue sheet, then with another felt upon which the fresh colour is applied. This is satisfactory for runs of up to 200 copies. It is also possible with some ingenuity to "plot" the different colour areas on the felt, and apply the various colour inks where required, printing all the colours simul-

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taneously. The Ellams diaphragm colour process requires more elaborate equipment and is carried out by the firm at the contract price of 5s. per 100 copies per colour, plus the cost of preparing the stencils.

A further attractive feature of both these processes is the use of specially prepared stencil "blocks"—either standard designs issued by the firms concerned, or reproduced from original work supplied by the client or the firms' artists. The standard blocks measure about 3in. square and cover a wide range of illustrations and headings suitable for book lists and similar work. Each firm has its proprietary name for these products: Vellam Inserts for Ellams, M.G. or miniature Gesteprints for Gestetner, and miniature Footprints for Roneo, and has issued an illustrated catalogue of the set. To use the block, a window is cut in an ordinary stencil and the block is mounted over the aperture. It can be peeled off and kept for further use, and will print several hundred good copies. Gestetner miniature blocks cost about 3s. 6d. each, and cover the widest range. The others are more expensive.

The method of preparing these stencils, both the miniature ones and those reproduced from original designs, is similar to that used in the making of printing blocks, in that the original is photographed on to a sensitized material and the parts to be printed "etched" out of the stencil. They can be used for an enormous variety of purposes: letter headings, printed forms, the reproduction of letterpress, drawings, from the finest lines to (within limits of size) solid blacks, and even half-tone photographs, and are extremely durable. Gestetner "Gesteprints" of untouched copy cost 12s. 6d. for 4to stencils and 15s. for Fcap.; with artists' work, lettering and, if necessary, typesetting, £1 17s. 6d. and £2 6s. 9d. respectively. Ellams "Vellastats" cost from 6s. 2d., Roneo "Fotographic" stencils 12s. 6d., capable of printing up to 20,000 copies. Large users will prefer to make their own stencils by means of a standard outfit costing £30. The cost of these accessories is not high when the excellent appearance of the result is considered, and varies with the size of the work required and the services, if any, of the firms' draughtsmen.

**OFFSET—SPIRIT PROCESS (Cylinder).** *Machines:* Banda, Ormig; *Stencil:* Prepared by typing or drawing on a "master" sheet to the back of which is applied a special carbon paper; *Reproduction:* By rotary machine, the master sheet being "primed" for printing by a spirit fluid distributed through a felt pad, the print being made by offset from the reverse side of the master sheet; *Colour:* Up to five colours printed simultaneously by changing the colour of the carbons used with the master sheet; *Capacity:* About 200 copies from one stencil.

This type of duplicator is very suitable for stationery forms, book-lists, catalogue entries and similar work involving runs of not more than 200 copies. The method of providing up to five colours on one master sheet means that perfect registration is ensured, although the colours have not the brightness and bite of the ink duplicators. Any size from 2in. by 3in. to Fcap., and any type of card or paper can be used with these machines, and the first copy pulled is a "good" one—an advantage also claimed for the Roneo machine—making a considerable saving in paper over a period.

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A further economy can be made with some ingenuity by using the carbons for more than one master sheet. A disadvantage which should be noted is the tendency of the printing to fade on exposure to light. Costs are as follows:—*Machines*: a range of six, from £35 to £162 10s.; master sheets, 16s. 6d. per ream for 4to; copy paper, 10s. 6d. per ream; carbon sheets from 13s. 6d. to £1 8s. 6d. per 100 for purple, the standard colour; £1 11s. per 100 for other colours; prices for Fcap. and brief in proportion. The special duplicating fluid costs £1 5s. per gallon. It is claimed that this method costs only one fifth of the expenditure incurred with any other process of duplicating.

**OFFSET—GELATINE PROCESS** (Rotary or flat-bed). *Machine*: "Ditto"; *Stencil*: Prepared by using either carbon paper or hectograph type-writer ribbon; no special master sheet required; *Reproduction*: "Negative" impression of stencil is made on a gelatine film, previously moistened with water. Prints made by taking impressions of the negative which has been deposited on the gelatine. Parts of the negative not required can be masked over; *Colour*: Up to eight colours, varying with the complexity of the machine; *Capacity*: From about 50 up to several thousands varying with the complexity of the machine.

This method is the modern variant of the old jelly press, once familiar in schools, having now been adapted by the American manufacturers of "Ditto" to a wide range of machines, from electrically-driven rotary models to the flat-bed frames more familiar in this country. This latter can hardly be termed a machine, as the operation is entirely by hand and involves no mechanical parts. It is most suitable for short runs of, say, 50 copies, and because of the simplicity with which various parts of the printing can be masked, it can be applied most successfully to the production of union catalogue entries in either sheaf or card form. Thus one typing operation will produce a main entry together with all the necessary headings, each of which can be printed in turn, leaving the rest covered. The masking is rather a slow job and printing is also rather slow, as each "pull" curls up until the dampness from the film dries out, but even so it is possible to maintain by this method a union catalogue requiring an average of 18 entries for each of 10,000 additions per annum at a capital cost of £2 10s. for two frames, plus £4 13s. for sponges and ribbons, £4 4s. per dozen Fcap. films and catalogue paper at £1 per thousand. The "Ditto" will print on any paper, but a fairly rough bond has proved the most satisfactory.

**OFFSET—LITHOGRAPH PROCESS.** *Machine*: Multilith; *Stencil*: Known as a "Duplimat," upon which the material to be printed is either drawn by pen using a greasy ink, or typed through a special ribbon; *Reproduction*: The principles of lithography apply, the greasy image on the stencil picking up the litho-type ink which is repelled from the rest of the Duplimat by means of a special solution. The Duplimat image is offset on to a rubber blanket and then transferred to the paper; *Colour*: The process provides a wide range of colours; *Capacity*: Varies with the type of Duplimat used.

The Multilith Duplicator, a product of the Addressograph-Multigraph firm, is the nearest approach in duplicating to printing, the machines, which

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are all-electric, incorporating many of the processes of printing. It is most suitable for a large undertaking with sufficient work to justify the initial outlay. A "50" machine costs £140, printing up to 4,000 impressions an hour. A "1250" machine costs £735 and will print up to 6,000 impressions an hour, with automatic control of the supply of ink and repellant fluids and a feed capacity of 5,000 sheets. Weighing 640 lbs. and measuring 60in. by 27in., it must be considered as a permanent fixture once installed. The Blue Duplimat, suitable for runs of up to about 600 copies, costs £2 7s. 6d. per 100, ink is 2s. per bottle and the necessary typewriter ribbons are 5s. each. The work produced is clean and uniformly inked, and the ability of this process to produce solid blacks is of advantage in reproducing illustrations.

Whichever process and type of machine is used, there are certain factors which affect the results produced, consideration of which may improve or mar work which, from a mechanical point of view, has been duplicated perfectly. They include such matters as layout, decoration, accuracy and use of a suitable typewriter. This latter is most important, since however satisfactory the duplicator may be, its work will be spoiled if stencils are cut on a machine with type which is blurred or out of alignment. Where possible, one machine should be kept exclusively for the preparation of stencils. That the typing should be accurate goes without saying, and where necessary, errors should be blotted out with correcting fluid and *lightly* re-typed before the stencil is removed from the machine, in order to keep to the alignment. Merely to type over the error is quicker, but most obvious in the finished work. Stencils are usually supplied with special thin carbon sheets, and if these are inserted between the stencil and backing sheet, shiny side up, the typing can easily be read.

The layout should be carefully planned to leave a pleasing amount of space and to make the text easily read. The setting out of book-lists, in particular, needs special attention in such details as the justification of the ends of lines, and the use on occasion of smaller type face for annotations. The extra work involved in correctly centring a heading or title page is more than worth the effort. Processes of illustration have already been dealt with, but the alternative methods of presentation call for some consideration; book-lists, for example, offer a wide choice. A quarto or foolscap sheet, printed on one side only, with one or two folds and no stapling, produces an effective short list. Lists running into several pages involve careful imposition on the stencil before typing begins, unless the sheets are left unfolded and merely stapled at the edges. A coloured cover is very little dearer, and a printed cover bearing the name of the library, with a window cut to reveal the title on the first page of the list, costs only £2 per 1,000. An attractive variation, especially with children, is a folder with the outer edge cut along a drawing printed on the cover.

The plastic sets of stencils designed for use with "UNO" pens make excellent guides for hand-lettering, and are useful for anyone unskilled in draughtsmanship.

The regular use of a symbol or slogan impresses the reader with a sense of continuity in the service offered. The device should be neat and easily



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recognisable, and should provide a distinguishing mark—a hall-mark, as it were—for the library's publications. In this connection the possibility of using next year on all library publicity throughout the country, a standard symbol incorporating such words as "1850—1950: a century of public library service," might well be considered.

### ***Some Notes on Periodicals in Reference Libraries***

**K. A. MALLABER**

THE IMPORTANCE of periodicals and permanent periodical files in reference work cannot be too much emphasised. Probably 50 per cent. of the answers to the more difficult enquiries come finally from periodicals. Far too few periodicals are filed permanently in our medium sized reference libraries, and far too little use is made of those that are so filed and of the temporary files of others. And finally, far too few of the invaluable general and special indexes to periodicals are bought.

It is necessary to divide these indexes into two classes: (1) those which appear annually (and that late!) such as the *Subject Index to periodicals* and *Engineering Index* (only a few special libraries take the current card service of the latter) and (2) those which appear at more frequent intervals and cumulate, and which are of course much more up to date.

It is obvious that the value of the annual indexes which appear long after the end of the year is *mainly* in direct proportion to the number of periodicals filed *permanently*. (I say *mainly* because all indexes are useful in tracing articles which may then be found in other libraries and borrowed. The value of the annual index in libraries with few permanent files is confined to this latter secondary sphere). It is the more surprising therefore that the one index most frequently found in medium-sized libraries is the one of these annual indexes—the *Subject Index to periodicals*—which is of least value to these libraries. (When, oh when, will the Library Association face up to the fact that the *Subject Index* MUST come out more frequently if it is to be of *use* to the average public library!).

The really valuable indexes are those of the second group which are issued weekly, monthly or quarterly and then cumulatively. These will provide a key to many temporary files, too, and at least one of them should be a first charge on any medium-sized library's book fund in place of the much less useful *Subject Index*. I suggest that this one index might well be the *International Index to periodicals* which indexes 38 English periodicals, many of them of the useful *New Statesman-Spectator* class, and not the better known *Readers' Guide* which indexes only 3! Even a temporary 12 months' file can be made to answer many topical enquiries by using this index.

In my own library a survey has recently been made of those of our periodicals which are covered by the various indexes we take. Out of some 650 periodicals (about 420 are filed permanently) the results were as follows:—



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## ANNUAL INDEXES—

Subject Index	..	..	..	..	96
Engineering Index	..	..	..	..	24

## WEEKLY, MONTHLY, QUARTERLY INDEXES—

International Index	..	..	19	Art Index	..	..	14
Readers' Guide	..	..	19	Library Literature	..	..	15
Public Affairs Information	..	..	..	Industrial Arts Index	..	..	15
Service	..	..	57	Bibliography Index	..	..	12
Biography Index	..	..	54	Drama Index	..	..	15

(Some periodicals were indexed of course in more than one index).

## Total titles indexed—

Of permanent files	..	..	..	178
Of temporary files	..	..	..	16

These results surprised us for several reasons. The index we used least—perhaps because it was the one most recently acquired—was *Public Affairs Information Service*, which is issued weekly and covered the large number of 57 of our periodicals. Obviously this should be one of our most used indexes since it is almost completely up to date, its field is very wide, and we could make direct use of much of its information within our own library.

Further, it appeared reasonable that, on making our next periodicals additions list, we should consider selecting, out of the hundreds of desirable titles, a large proportion from those which are indexed in such indexes as *Industrial Arts Index*, and the *International Index* which are at the moment not paying such high dividends as they might do. I am not suggesting that a library should select its periodicals only on the basis of those indexed, but that where there is a choice of two or more periodicals in a field not previously covered and which it is desirable for other reasons to cover, the periodical to be selected would most profitably be the one indexed in one of these indexes.

Still another point arose from this survey. We have lately been active in cleansing the Augean stables of our war-time permanent files. Many numbers had disappeared, few indexes to individual volumes had been obtained, and all needed binding. We have spent in one month as much as £9 on missing numbers and indexes alone, apart from at least as much again in time. The missing numbers must, of course, still have priority, but is it necessary to pay 2s. 6d. each for indexes to volumes which are already covered by one of the regular general indexes? (One small point is, of course, that the general indexes may not cover the smaller features of many periodicals). But it does seem to me that many libraries are wasting a good deal of time and money collecting individual indexes (especially for those more learned periodicals which consist mainly of a few substantial articles) when there is a general index to many of them already.

It is perhaps a somewhat revolutionary idea to suggest that indexes should be omitted from those periodicals covered by general indexes in the library, and no doubt many librarians will hold up their hands in horror. But in practice the general indexes are, or should be, consulted frequently, and few would make a further check of a periodical volume by volume

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(often 6-monthly volumes) which was already covered by a general index. And do not forget that one check in a general index suffices for many periodicals. It is important to remember too that most of these general indexes cumulate more than one year in a volume—e.g., the *International Index* and *Art Index* cumulate three years, and the *Readers' Guide* two years. Here is a great saving in time over checking perhaps six volumes every three years for several titles.

Finally a note on selection. Far too frequently the reference library gets the periodicals that are suitable for a magazine reading room and not those most suitable for reference work. The two classes overlap to a large extent, but there are many divergencies. *John O'London's Weekly* may be well read—but it is of limited use in reference work. I would suggest that this question of the "popular periodical" ought to be considered with the other question of "popular fiction" in the controversies of the future. It is a measure of the neglect by librarians of this important field that no-one has yet suggested 2d. magazine reading rooms.

### Active Divisions

G. P. RYE

#### Weekend Schools

These flourished just prior to the December examinations and it is good to read of the praise that was offered to the lecturers and organisers. Two divisions held residential ones—the South-Eastern at Stafford House, Hassocks, and East Midlands at Swanwick. Greater London held their school at Chaucer House. From the reports, it would seem that there are two main points of criticism:—

- (a) An attempt to cover too much ground.
- (b) Too little time for discussion.

So far, the only suggestion offered as an answer is a division of students into "more advanced" and "less advanced."

#### Divisional News Letters

have made interesting reading. Kent Division have an article on Maidstone Public Library which, on the threshold of Centenary Year, underlines what still remains to be done as well as pointing to a happier future. This quotation speaks for itself: "From 1940-1944 the Committee resolved that, during the present emergency, no money be spent on books!"

Lord Lindsay of Birker's address on "Universities and Libraries" is reported in the Midland Division's news sheet—again one extract, "... you can do an awful lot to make people's minds alive—which is just what we in the universities are after—not just by the books you select but by the way you arrange them and the advice you give."

Yorkshire's November meeting was at Rotherham, and the staff, in four papers, covered a wide field from cleaning and heating to Harrods' centralised cataloguing. On the same evening, the Eastern Division were firing a barrage of questions at Mr. Cole, of Great Yarmouth, as a result of his paper on "Extension work."

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### **Students' Problems**

**A. J. WALFORD**

IT IS USUAL to divide libraries into three distinct types, public, university and special. In mere numbers the members of the latter two groups are comparatively small; nor are they, as a rule, particularly vociferous. But it would be foolish to under-rate the very important place in the library world of the university and special library and the information bureau. That is one reason why the new Library Association syllabus for the Registration examination in Library Organization and Administration has been rid of its public library bias. In addition to the stipulation that the candidate must specialise in one of these three groups of libraries, it states that "Every candidate will be expected to know the functions of all types of libraries, the general principles of organization and administration, and the methods common to libraries of different types." Classification and Cataloguing, Bibliography and Assistance to Readers have clearly been felt by the Library Association Education Committee to be common ground to all types of candidates, to be the common language which they should all speak fluently, although their accents may differ. In the case of the History of English Literature, there are two alternatives which offer the assistant in the university or special library equal attractions which can be developed in the Final.

These and other points are succinctly made by Mr. F. G. B. Hutchings in an address which he gave at the ASLIB Leeds Conference in April, 1948. The address, "Training and practice in special librarianship," appeared in the *ASLIB Proceedings*, Vol. 1, No. 1, January, 1949 (pages 53-55).

Those assistants who work in public libraries and stay in them all their working days—and they form a majority—should no longer accept the sphere of university libraries, special libraries and information bureaux as more or less unknown territory; they should make it their business—whether for examination purposes or not—to know far more than they do concerning them. It is true that these special libraries do not generally offer ease of access. Nor has a great deal of prominence been devoted in the past to them in the *Library Association Record*, although this is gradually being remedied. But special libraries have now a literature of their own. Would that more public library assistants could thumb the pages of the *Journal of Documentation*, or glance at *ASLIB Information* each month. It should make them realise that the profession has expanding, not static horizons.

And now there is *ASLIB Proceedings*. The ASLIB Proceedings have, of course, appeared over a number of years, but the recent amalgamation of the British Society for International Bibliography and ASLIB has given the Proceedings a new slant and diversity. The titles of some of the articles in the first number, apart from that by Mr. Hutchings, already mentioned, will show the practical nature of its scope:—

"Users' questions on the Universal Decimal Classification answered.""

"The Library Liaison Officer system of the Royal Aircraft Establishment," by J. C. W. de la Bere and Miss M. Dyke.

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"The information service of the Engineer-in-Chief's Library of the Post Office Research Station," by J. Berry.

"Photostat recording in library work," by E. J. Aslin.

Annual reports on the National Central Library and the British Union Catalogue of Periodicals for 1948-49.

Finally, it must be emphasised that the division between the three types of library is fortunately becoming less and less distinct. Two examples will suffice. Those who are well acquainted with the large public reference library will appreciate how much help is derived from the libraries of learned societies, professional institutions and industrial concerns when the answer to a query is elusive. Again, there are the encouraging instances of assistants and librarians who have obtained posts in Government Department and other special libraries since the war. As service conditions become more amenable, the trend will no doubt become even more pronounced, for subject specialisation in librarianship offers many attractions.

\*An excellent introduction to U.D.C. is to be found in the companion article, "Beginners' questions on the use of the Universal Decimal Classification," which appeared in *The Proceedings of the British Society for International Bibliography*, Vol. 9, pt. 2, pp. 13-22.

### Outcrop - II

R. L. COLLISON

AS WE GO to press on the last day of the year, the first number of *Outcrop* has not yet appeared: fortunately my colleagues have rallied round with a further and still more interesting batch of leisure reading, which I hope will stimulate a flood of suggestions from other libraries.

Mr. Owen Keen points out that the story behind the Yale edition of the correspondence of Horace Walpole, still in progress, is told in the *New Yorker* for August 6th and 13th, 1949. The originator of this vast project is wealthy W. S. Lewis, of Farmington, in the United States, who "retired" at the age of 26 on a fortune left him by his mother. He owns a large private library of books on eighteenth-century literature, but his special interest is Horace Walpole, whose works he began to collect in 1923. While on a visit to England, Lewis bought some of Walpole's original letters and compared them with Toynbee's published text (6 volumes, 1903-05; and Supplements, 3 volumes, 1918-25) and other editions. He discovered many errors, probably mostly caused by successive editing without reference to the originals, and furthermore, that many important letters written to Walpole had never been published at all. Lewis therefore continued to collect originals and photostats, and determined to produce a definitive edition. To-day he has 25,000 letters and 3,000 photostats of letters in other collections. A further 1,500 are missing, their contents being available only from earlier editions. All these are to be incorporated in the Yale edition, which is expected to be completed by 1965 in over fifty volumes. A full-time editorial staff, including undergraduate research workers, are engaged on the production, while agents, "all over Western Europe" maintain a continuous watch for fresh material.

Mr. Keen also draws attention to Dr. Esdaile's article on Thomas J.

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Wise in the latest volume of the *Dictionary of National Biography* (1931-40), which gives a skilful summary of the facts, partly drawn from personal knowledge. Those who have read the remarkable *Enquiry into the nature of certain nineteenth century pamphlets* (1934), should certainly not miss the same authors' *Firm of Charles Ottley, Landon and Co.: footnote to an enquiry* (Rupert Hart-Davis, 1948), in which the investigation into Wise's publishing career is pursued and the suggestion made that "Wise was only one member of an extensive conspiracy" which may have included H. Buxton Forman.

Those of us, says Miss Muriel McKinlay, who are interested in children's literature, will find a valuable chapter in *Illustrators of children's books, 1744-1945* (Horn Book Inc., Boston, 1947), compiled by Bertha E. Mahony, Louise Payson Latimer and Beulah Folmsbee. The chapter in question (pages 129 to 156) is written by Maria Cimino, and deals with the collection of foreign children's picture books in New York Public Library's Central Children's Room. The growth of the collection is described, and an account is given of the way in which it continues to grow by means of exchange with foreign countries. Copious examples and illustrations of good editions of famous stories are given, and interesting remarks are made concerning some editions, such as the obvious effect of the Nazi régime on German books. While dealing with children's books, adds Miss McKinlay, it is perhaps opportune to mention an English book which recalls an age now almost lost to us. *Pages and pictures from forgotten children's books, brought together and introduced to the reader by Andrew W. Tuer* (Leadenhall Press, 1898-99), is one of those rare publications where one smiles and eagerly turns the pages which include such characters as "Ellen, or the Naughty Girls Reclaimed," and the "Good Boy's Soliloquy, containing his Parent's Instructions Relative to his Disposition and Manners"—the latter including the ageless advice:

I must not ugly faces draw

With charcoal on a white-wash'd wall.

Referring to the first number of *Outcrop*, Miss Joyce Weston points out that, in addition to the Aldous Huxley criticism of the "Britannica," there are two further articles in Clifton Fadiman's "Reading I have liked." The first is C. K. Ogden's review of the three supplementary volumes which, with the existing volumes of the eleventh edition, formed the thirteenth edition of the encyclopaedia. Ogden lists a great many omissions, but says "these five million words are a more worthy record of our time than anything that has hitherto been published." The second is Frank Moore Colby's "Trials of an encyclopedist." Colby, who was editor of the *New International Encyclopedia*, gives the point of view of the compiler and, *inter alia*, relates the story of how he invented a clergyman and only withdrew the article in time to prevent its being printed—none of the staff had challenged it!

In January, 1949, writes Miss Christina Stewart, the British Federation of Master Printers published an interesting informative and attractive pamphlet on *Works libraries in the printing industry*, designed to point out to small and medium-sized firms the advantages and possibilities of providing technical literature for their employees. Establishment and adminis-

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tration are described and references given to more detailed sources, and some very clear illustrations show permanent and movable furniture.

Miss Stewart also asks whether the public librarian sometimes thinks that, in dealing with such a wide public, he has to exercise more tact and discretion than the special librarian whose readers are limited to specialists and works' staff. If so, G. R. Perdue's "An information service in action" (*Journal of the Textile Institute*, July, 1949, pages 759-764) will disillusion him very quickly. Technique is discussed in some detail, stress being laid on the fact that personal contact is the most satisfactory method of conveying information. In special libraries this contact—which to be helpful must be both diplomatic and sympathetic—involves both the scientist and the business man. The article describes the work of the library of the British Launderers' Research Association, and tells of the difficulties of providing an adequate index of abstracts, subjects, authors, trade catalogues, etc.

UNESCO'S *Quarterly Bulletin of Fundamental Education* (April, 1949, pages 22-23) includes Edward Carter's "Bibliographical services for workers in fundamental education" which attempts to give in brief a picture of the UNESCO Libraries Division's efforts to improve bibliographical services for workers in this subject. Incidentally, the student who is interested in getting a first-class definition of bibliography and its use will find one here. The Division has compiled a detailed and critical survey of existing sources (published in 1948), and is using this as a basis on which to analyse the needs of the fundamental education worker.

Information on the book trade which may be difficult to find elsewhere, is given in the United States Department of Commerce serial publication *World Trade in Commodities*. This is a reference service which is sent to subscribers periodically as information becomes available. It comprises a number of parts, each of which deals with particular aspects of industry and trade. Part 18 deals with Special Products, which include the book trade. Up to October, 1949, surveys of book publishing in the following countries had been produced: Sweden (Pt. 18, No. 3), Chile (Pt. 18, No. 4), Argentina (Pt. 18, No. 7), Australia (Pt. 18, No. 21), The Philippines (Pt. 18, No. 22), Austria (Pt. 18, No. 23), and Brazil (Pt. 18, No. 26); and in the case of Chile and Austria periodical publishing is included. All surveys are equipped with statistics from native sources, and an interesting feature is the comment on legislation in force regarding book production in these countries.

### Correspondence

#### COUNTY REGIONALIZATION

Mr. B. Oliph Smith, A.L.A., *County Librarian, West Riding County Library*, writes:—

"Mr. A. R. Foster's article in the November-December *Assistant* on 'Standards' contains much with which I agree, and a certain amount with which I would quarrel. Mr. Foster is entitled to his own opinions, but I think it desirable to indicate that they are not necessarily accepted by all those with practical experience in county libraries.

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"In his penultimate paragraph, Mr. Foster says bluntly, 'Counties must be regionalized. . . .': he is helping to propagate an unfortunate fallacy. As one who is busy regionalizing a county, I can hardly be accused of having any prejudice against regionalization *where it is desirable* (e.g., where a county is very large, or sprawling, or where it naturally splits up into several obvious regions for reasons of geography), but students in particular should be warned that regionalization is no universal panacea for the problems of county library work. It is highly undesirable that it should become a fashionable policy for its own sake. Where a county is compact, with a natural centre in the county town, then it can be most efficiently administered from that town. Regionalization introduces additional barriers between the borrower and the County Librarian, and should therefore be avoided except where efficient administration from one central point is in any case impossible."

### MALE RECRUITMENT

Mr. N. de R. Barclay, *Assistant, East Sussex County Libraries*, writes:—

"Mr. John Bate has raised the problem of recruiting young male staff. The major reason for the difficulty rests with the librarians of the past. In all twelve years when I was at school, no librarian gave a lecture on books in my hearing, nor did any vocational expert mention librarianship as a possible career for boys. Most of the books on careers for boys leave out librarianship as a possible vocation: these should be banned in all public libraries. There is very little chance that a young national serviceman will learn that librarianship is a remunerative career, or that when out of uniform he can earn £4 to £5 a week while learning."

### MICROCARDS

Mr. N. E. Dain, F.L.A., *Lecturer-in-charge, Leeds School of Librarianship*, writes:—

"Mr. Collison mentions in his article on microcards that of those examined, none contains more than 56 pages of microtext, and the average content is 40 pages. I do not doubt that that is a statement of fact, but I have in my possession two types of microcard, which contain respectively 120 and 78 pages of text. The first is one of the earliest models with the text on the back of the catalogue entry; the second is a recent model with the text under the entry. The first issue of the *Microcard Bulletin* states the position as "somewhere between thirty and two hundred micro-text pages on a card being about the present range." It must not be forgotten that largely owing to the difficulty of magnification by reflection and the large amount of heat caused by the tremendous illumination necessary, the low limit of reduction is set by the reading machine and not by the photographic emulsion. I have in fact a letter from Mr. Rider dated 12th March, 1948, in which he says that it is quite possible to reduce the text sufficiently when photographing it to print 500 pages on a card. I believe that the 'following' cards which will be necessary for most books at present will have only a one or two line catalogue entry (needed for safety in re-filing), and that at least a hundred pages and probably many more, depending on size of original type-face, will appear on all but the first card of a micro-book.



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"Another point of interest is that already six American publishers of microcards exist, as disclosed in the *Microcard Bulletin*. The cataloguing is carried out on a non-profit making basis by the Microcard Foundation. Is it beyond the bounds of practical reason for a similar organisation or an affiliated branch to be formed in this country with the permission and help of the experience of the American organisation? In view of long-term results and the likelihood of the ultimate need of regional deposits of research materials, such an organisation would make it practicable to turn these deposits into regional reference libraries and centres of co-operation with a stock consisting largely of microcards and as many master films for the reprinting of cards as possible. The saving in expense for buildings and stock would be astonishing, delays in interlending would be avoided, and the master films, which are necessary for microcards, could be preserved for reprints on a co-operative basis by mutual division of the subject fields. Thus the long cherished ideal of 'any book, anywhere' might be possible, providing we can obtain the use of sufficient reading machines."

### PASTIME READING

Mr. K. G. B. Bakewell, *Assistant, Dudley Public Library*, writes:—

"In his article, 'Should Public Libraries be abolished?' Mr. Bate states that 'we can very well ignore the needs of readers who use books merely to pass the time.' May I, an inexperienced assistant, disagree with him? It is my view that, since all readers help to pay for the upkeep of the library, we can ignore none of them. By all means let us give the serious reader priority, but let us not forget that the other sort does exist and will continue to exist, whether we like it or not."

### Books for Students

Pafford, J. H. P. *American and Canadian Libraries: some notes on a visit in the summer of 1947*. 1949. (Library Association, 4s.: 3s. to members).

In some ten summer weeks, Goldsmiths' Librarian journeyed approximately "10,000 miles, visited 43 towns and 86 libraries . . . one or two museums and art galleries and attended four conference of librarians." "The main purpose of the tour was to visit university libraries and learn something of their administration." This purpose carried Mr. Pafford into twenty-nine universities, and eight library schools, and this report makes no higher claim than that of a brief summary of some of the chief points noted. Though of main interest to the staffs of university libraries, there is much of value to the generality of the profession, especially the comments on professional status and training, the Farmington plan, conferences, buildings, student ownership of books, and the admiration of English public librarians for American methods.

The value of a description of a tour of this kind lies not only in things seen, but also in a critical appreciation or understanding of their value in relation to *their circumstances*, and also their value in relation to *our circumstances*. This understanding largely rules out comparisons. Mr. Pafford has been both critical and appreciative, but he has not been able to avoid comparisons.

E.S.